



## **New Member Education Policy and Approval Process for Selective Organizations**

**Purpose Statement:** The university is committed to fostering a diverse and inclusive campus environment that promotes student engagement and personal development. This policy outlines the criteria and procedures for approving new member education programs conducted by selective membership student organizations. This policy applies to all university recognized student organizations with selective membership processes that are not categorized as a fraternity or sorority administered through the Office of Fraternity and Sorority Life.

### **Policy:**

1. To conduct any New Member Education the organization must complete and submit the New Member Process Compliance Form, including all requested attachments, information and signatures, meeting all stated deadlines. This also includes the required meeting with The Office of Student Leadership and Involvement (OSLI) staff.
2. All organizations must complete the New Member Process Compliance Form every fall and spring semester regardless of whether they plan to conduct a new member process. This form will notify OSLI if the organization is recruiting members and if so, collect the necessary compliance information.
3. The organization must not start new member education until all steps in the process have been completed and the form has been approved.
4. The organization must meet all requirements outlined in the Student Government Association Student Organization Policy and Procedures.
5. New Member Education must not extend longer than seven weeks and must be completed seven days prior to the last day of class.
6. New Member Education must not occur outside of the academic semester and cannot extend beyond one semester.
7. New Member Education and initiation must occur within the same semester the new member received and signed the organization's membership agreement.
8. All new member activity must take place between 8:00 AM and 12:00 AM.
9. All new member activity must take place on campus. Prior approval is required for off-campus locations and must be requested in the submitted New Member Education Plan.

Consequences of Non-Compliance: Failure to adhere to the approved new member education program or violation of university policies may result in sanctions, including but not limited to the suspension or revocation of organizational recognition.

### **Approval Criteria:**

1. **Alignment with University Values:** The new member education program must align with the values and mission of the university, promoting inclusivity, diversity, and a positive campus community.
2. **Compliance with University Policies:** The program must adhere to all university policies and regulations, including but not limited to, anti-hazing policies, nondiscrimination policies, and student conduct policies.

3. Educational Component: The program should have a clear educational component that contributes to the personal and academic development of new members. This may include leadership development, skill-building, and fostering a sense of community.
4. Transparency: The selection process and criteria for membership should be transparent and clearly communicated to potential new members. Any requirements or expectations should be openly disclosed.
5. Faculty/Staff Advisor Involvement: Organizations must have a designated faculty or staff advisor who is aware of and supports the new member education program. The advisor should be involved in overseeing the program and ensuring its compliance with university policies.
6. Inter/National Organization Involvement: Organizations must follow any inter/national policies and guidelines and submit the contact information of the appropriate contact person.

#### **Approval Process:**

- 1) **Organization submits the [New Member Education Policy Compliance Form](#)** that includes:
  - a. A detailed outline of the new member education program as outlined in the provided [New Member Education Plan](#). This is the only format that will be accepted, incomplete plans will not be accepted, and this may delay your process.
  - b. Responsible Officers and Advisors contact
  - c. Anti-Hazing Compliance Signature Forms – each individual member will complete one form acknowledging their understanding of the anti-hazing policy and University Resources. Note, there is one form for active member and one form for new members, linked below.
    - i. [ACTIVE MEMBERS](#)
    - ii. [NEW MEMBERS](#)

\*this is an update to the previous paper forms used in the past!
- 2) **Organization President/New Member Educator meeting with SLI staff** - Presidents and New Member Educators are required to schedule a joint meeting with the SLI staff at least one week before the start of the education period. The purpose of this meeting is to discuss the regulations regarding a new member education process as well as detail every event on your new member calendar. Scheduling information is found in the New Member Process Compliance Form.
- 3) **Organization updates membership in organization's RamConnect portal** – add any missing members and remove inactive and graduated members. Check out page 2 of [this document](#) if you need help with roster management. This roster will be cross referenced with everyone who signs the anti-hazing form.
- 4) **Organization submits the NEW MEMBER Anti-Hazing Compliance Signature Form - no later than 3 days after members accept invitations to join.**
  - a. At the first meeting with new members, the anti-hazing policy should be reviewed in detail and all new members need to sign the form linked above (1.c). Go back into your original form submission and upload the new member pages in the last question.
- 5) **OSLI Confirmation** - After compliance requirements are complete, the organization will receive official communication from the OSLI that it is approved to conduct its new member process. If any forms are not submitted within a given deadline, the OSLI will issue a suspension of new member activities until the forms are submitted.